



## King County

### HUMAN RESOURCES SERVICE DELIVERY MANAGER II DEPARTMENTS OF DEVELOPMENT & ENVIRONMENTAL SERVICES, COMMUNITY & HUMAN SERVICES, and JUDICIAL ADMINISTRATION

Annual Salary Range \$71,784 - \$90,990

Job Announcement No.: 03RM3672

OPEN: 8/20/03 CLOSE: 8/26/03

**WHO MAY APPLY:** This position is open to career service employees, regular exempt employees, and current probationary employees who attained career service status in a previous position.

**WHERE TO APPLY:** Required forms and materials **must** be sent to: 500 4<sup>TH</sup> Ave, M.S. ADM-HR-0450, Seattle, WA 98104, or taken to the Human Resources Division, 4<sup>th</sup> Floor, King County Administration Building, Seattle. Application materials must be received **by 4:30 p.m. on the closing date**. Contact Pamela Harding at (206) 205-6280 for further inquiries. **PLEASE NOTE:** Applications not received at the location and by the closing date and time, specified above, will not be processed.

**FORMS AND MATERIALS REQUIRED:** A [King County Application form](#), resume, and a cover letter that details how your experience meets the specific qualifications is required.

**WORK LOCATION:** 500 4<sup>th</sup> Ave Room 450, Seattle, WA 98104

**WORK SCHEDULE:** This position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. The hours of the work unit are 8:00 a.m. to 5:00 p.m., Monday through Friday.

**PRIMARY JOB DUTIES INCLUDE:**

Managing, overseeing and implementing multiple and distinct human resources functions, programs, or service teams including employee relations, labor relations, recruitment, employment, classification, compensation, and training and development.

Overseeing, advising and monitoring the work of departmental professional and support staff performing human resource functions and securing resources necessary to meet service delivery demands and workload fluctuations.

Participate as a member of the County's Human Resources Cabinet; on the Cabinet, act as chief spokesperson on departmental issues, policy development, and service delivery strategies, goals, and objectives. Participate as a senior manager on the department's management team.

Partner with departmental management in coordinating and implementing overall human resource delivery in support of departmental strategies, goals, and objectives.

Oversee the dissemination of human resource policy information

Determine HR performance standards and measures for department, project work teams, and individuals.

**QUALIFICATIONS:**

- Extensive demonstrated knowledge and experience in a broad range of HR functions, including employment, benefits, labor relations, EEO/diversity, training, classification and compensation, and safety/workers compensation.
- Extensive demonstrated knowledge and experience researching, interpreting and applying HR employment law and HR rules, policies, and procedures, including EEO, disability accommodation, Fair Labor Standards Act, (as modified by the Washington Minimum Wage Act), the Family and Medical Leave Act, KCFML, etc. Extensive experience applying such knowledge in resolving complex and sensitive personnel issues.
- Experience working collaboratively in a team-based environment, and leading cross- functional, multidisciplinary teams in developing, recommending, and implementing HR policies and procedures.

**SELECTION PROCESS:** Applicants will be screened for qualifications, clarity and completeness of application materials. The most competitive applicants will be invited for an interview.

KING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. JOB ANNOUNCEMENTS ARE AVAILABLE IN ALTERNATIVE FORMATS FOR PERSONS WITH DISABILITIES.

(206) 296-5209 JOBLINE <http://www.metrokc.gov/ohrm/psd/openings.html> Website Address (206)-296-8535 TTY